BROWN'S SHORT-CUTS IN SHORTHAND

A COMPENDIUM OF PHRASES AND ABBREVIATIONS FOR FAST WRITERS OF PITMAN'S SHORTHAND

BY

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FOREWORD

It would hardly appear that any introduction is necessary in regard to the publication of a book relating to the acquisition of fast reporting speeds when the present-day tendency towards higher rates in both speaking and reporting is considered.

It may, however, be pointed out that in the case of a small number of phonographers it might be inexpedient to resort to a long list of abbreviations as an aid to higher speeds, but with the great bulk of fast writers, and especially those possessed of average memorizing faculties, this production will be of assistance, because it is obvious that the fewer and shorter the characters written, the greater the ease and legibility with which they are formed, with a consequent advantage in transcription.

In days gone by the principle of extensively utilizing abbreviations was frequently condemned, but it has now come to be recognized that this is the only path to exceptional speeds. It is quite true that for ordinary rates—say up to 180 or even 200 words a minute—the outlines as covered by the text-books may be written in full, but beyond that point it becomes increasingly difficult to form the characters neatly, however quickly the brain may visualize them, and if a phonographer is possessed of a good memory it seems bad policy to neglect some short cut which would express three or four words in one brief outline. At the same time it should be understood that the words and phrases need to be properly memorized—there should be no hesitation in committing them to paper or transcribing, and they should be practised assiduously until the abbreviated outline flows off the pen as

readily as the full outline for a word not included in the writer's repertoire.

Another point is that altogether too much fear is usually betrayed by budding high-speed writers in regard to the liability of outlines clashing. It is to my mind absolutely immaterial if the same outline is used to represent three or four different words, as long as the words have meanings which preclude the possibility of their clashing.

The writer has, with the aid of the following abbreviations, been enabled to secure a 250 words-per-minute certificate, in a test equivalent to 280 words a minute on the American system of counting the words "Question" and "Answer" in as part of the dictation matter, and he anticipates that the use of abbreviations is going to enable any intelligent phonographer with a good memory to attain these and higher speeds.

The highest possible speed mark may be reached with Pitman's Shorthand by practice and the judicious use of abbreviations. It is not always practicable to write the shorthand neatly and in full at exceptionally high rates, but by the aid of abbreviating devices, where perhaps 150 outlines will suffice to represent 300 words, it will be easily possible to retain a neat style of writing, and this publication is submitted in the hope that it may help towards that end.

GEO. BROWN.

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BROWN'S SHORT-CUTS IN SHORTHAND

GENERAL PRINCIPLES OF ABBREVIATION

In the Twentieth Century Edition of Pitman's *Shorthand Instructor* the phrase *of the* was represented by the succeeding word being written close to the word preceding the phrase, but this rule is abolished under the present rules. I recommend its retention for fast work to represent the expressions *to the, and the, from the,* and *on the* by totally omitting them and placing the succeeding word in a special position, viz.—

To the. The logogram *to* is written on the line, and the tendency of the hand is to keep low when approaching it. By writing the succeeding word a shade lower still and CLOSE UP, the omission of *to the* is represented, as, for instance—

We went to the theatre

And the is represented by the word following the phrase being written approximately where the logogram *and* would be written, but again close up, as—

The desk and the table .

From the is represented by the succeeding word being written at some distance FROM THE word which precedes *from the*, as—

We rode from the pla...

On the is represented by the word preceding the words *on the* being written ON THE succeeding word, as——

The debate on the estimates .

In connection with the halving principle it is the practice of many writers to halve a word for a succeeding *it* or *to*, but this principle is not availed of to nearly the extent it should be, and there will be found many examples in the list, which while by no means complete, will suggest further phrases, as—

We have it stated

We have had

The words *have* and *of* should almost invariably be represented by a hook *v*, and this principle has been availed of to a large extent in the following list, as, for instance—

Hope to have

Ought to have

The representation of the word *us* should more frequently be made by the circle *s*, as :—

To us

The letter *m* representing the word *may*, should be thickened to represent the word *be* following, as—

It may be said

The word *should* often proves rather awkward in a phrase, and I utilize a circle *s* to represent it where there is no possibility of confusion arising, as—

We should be

I should have

The doubling principle should be utilized almost without exception for the representation of the words *they are, there* or *their,* as is now provided for in the *Shorthand Instructor,* and the form used as little as possible.

An extension of the doubling principle to the signs for *with, when, what,* and *would* is of considerable value, as witness—

With their

When there

What there

Would there

A few other principles of minor importance and less frequent application will be noted in the list, such as the conversion of circle *s* into an ellipse to represent *is there,* etc.

ABBREVIATED PHRASES

THE following phrases are typical rather than comprehensive, and are designed to suggest to the writer numbers of other abbreviations which may be built up in a similar manner.

A

abnormal conditions

about a year ago

about as many as

about how long after

about how many

about something

about that time

about which you may be

above mentioned

absolutely necessary

accomplished fact

according to circumstances

according to that

according to the evidence

according to your

account for it

acres of land

actual experience

actual observation

affect the position

after a good deal

after a great deal

against us

against you

all along the line

all around the

all around the world

all I can say is

all I know is

all my time

all of

- all over the world
- all that you can
- all the time
- all the year round
- all things
- all things being considered
- all things being equal
- alphabetical order
- among other things
- amongst other things
- and as there is
- and as there is no
- and as a consequence
- and in consequence
- and is it not
- and is there any
- and is there not
- and so forth
- and so on
- and there may be some
- another one

- another question
- anybody else
- any longer than
- anything about
- anything more
- apart from the fact
- are there not
- are you acquainted
- are you aware
- are you certain
- are you clear
- are you not
- are you positive
- are you quite sure
- are you sure
- are you willing
- as a general rule
- as a result
- as far as
- as far as I am concerned
- as far as we are concerned

as far as you are concerned
as far as I can recollect
as far as I know
as far as you know
as far as possible
as good as the other
as I am
as I consider
as I said
as I said before
as I think
as long as
as long as possible
as may be required
as much as possible
as near as I can fix it
as near as I can recollect
as near as I can remember
as near as I can say
as near as I can state

as near as possible
as near as you can fix it
as near as you can recollect
as near as you can remember
as near as you can say
as near as you can state
as there
as there is
as there is not
as there will be
as they will
as to how the
as to whether
as usual
as you
at a glance
at or near
at the beginning
at the rate of

B

backward and forward

balance my a/c

balance my books

barrister and solicitor

bank account

beating about the bush

because I am certain that

because I am sure

because I cannot

because I do not

because we are

because you

before I can

before or after

before the House

before there is

before we can

before you

before you go on

benefit of the doubt

better position

better system

bill of exchange

bound to come

bring forward

brought forward

but when you

business concern

by all means

by and by

by means of

by some means or other

by some other means

by the by

by the chairman—what are you ?

by way of illustration

C

call upon you

came to the conclusion

can you give us

can you give us any information

can you suggest anything

can you tell us

cash in hand

cause and effect

certain amount

certain extent

certainly

certainly not

charging us

circumstances of the case

circumstantial evidence

clean sheet

come to the conclusion

come and go

come in contact

come into contact

Commonwealth

Commonwealth of Australia

conscientious scruples

considerable amount

considerable degree

considerable time

course of business

current account

current year

cwt.

D

date of

decidedly not

decline to answer

deposit account

derive any benefit

derive no benefit

did he

did it not

did not I

did you ever

did you have

does it not
does it not generally
does it not often happen
doesn't it seem strange
does there not
do you agree with
do you know anything about
do you mean to say
do you recollect
do you swear that
do you think there is
duly qualified
during the currency
during the current
dwelling-house

E

each of
east and west
either one or the other
enquire into the
every reason
every reason to believe
evidence to the contrary
exceptional circumstances
exceptional conditions
executive council
express an opinion

F

fair and reasonable
far-fetched
few and far between

Figures.

1 or 2
2 or 3
3 or 4
4 or 5
5 or 6

6 or 7

7 or 8

8 or 9

9 or 10

From 3 to 4, etc.

financial position

for a long time

for argument's sake

for example

for its

for the purpose

for the sake of argument

for years to come

freehold land

freehold property

from beginning to end

from start to finish

from your experience

fullest extent

G

generally speaking

gilt-edge security

give an illustration

given to understand

give us to understand

give us your opinion

going

Government Gazette

Government debentures

governor in council

gradually diminishing

great deal of experience

great extent

greatest extent

H

half an hour

Harbour Trust

have you any idea

have you any other suggestions to make

have you any suggestions to make

have you anything else to suggest

have you any reason

have you been told

have you ever

have you heard

have you seen

have you spoken

having regard to the fact

he did

he did not

here and there

here, there, and everywhere

here is a case

hope to have

how did it affect

how did it affect the

how did it affect you

how do you know

how far is it

how is it

how long is it

how will it affect the

how will it affect you

I

I agree with

I am at a loss to understand

I am not sure

I am only speaking

I am speaking now

I am sure there is

I am under the impression

I was under the impression

I beg to inform you

I beg to say

I beg your pardon

I believe

I can only say

I consider

I could not say

I have another
I have had
I have known
I have never
I have no idea
I have no doubt
I have no hesitation in saying
I have no knowledge
I recognize the fact
I remember
I should not
I should be
I should have
I suppose
I suppose there
I think it would be as well
I understand
I understood
I understand you to say
I understood you to say
I venture to say
I would like to ask
I would not be positive
if it is
if there is
in a few instances
in a matter of this kind
in a multitude of cases
increased cost of living
in case there is
indispensable condition
in effect
in evidence
in fact
in fulfilment
in Melbourne
in most cases
in order to ascertain
in round figures

in some cases

in some respects

in some form or other

in some shape or form

interfere with you

interfere with your

intense culture

in the great majority of cases

in the majority of cases

in the ordinary way

in the House

in the same position

in the slightest degree

in this House

in which it is

in which there is

in your experience

in your figures

is a matter for consideration

is concerned

is it likely

is it necessary

is it not

is it not a fact

is it possible

is there any other

is there another

is there anything else

is there not

it appears to have been

it does not appear

it has been said

it has been suggested

it is absolutely necessary

it is a well-known fact

it is hard to say

it is natural to suppose

it is only natural to suppose

it is only

it is only a matter
it is regretted
it may appear
it may be as well
it may be mentioned
it must have been
it would be as well

J

just as much
just as well as
just the same as

L

large quantity
last but not least
last season
last session
later on
lbs.
leaving his
led to believe
let the matter drop
let us assume
let us see
loading and unloading
Loan Application Bill
Loan Application Act
local requirements
logical conclusion
longer than
long experience
look forward
looks forward

M

market value
maximum
may be
may we take it
minimum
Metropolitan Board of Works
more especially
more or less
more particularly

most emphatically
most important
much experience
much obliged
much time

N

negotiable instrument
nervous system
new system
next door
next season
next session
next to you
next year
ninety-nine cases out of 100
normal conditions
north and south
north, south, east, and west
northern
northern district
nothing of the sort
not that I am aware
not that I know
not to my knowledge
now and then

O

of your own knowledge
old age
old system
once or twice
one or the other
one side or the other
one way or another
one way or the other
only way
on one side
on receipt of this information
on the average
ordinary purposes
original specifications
other things

other things being equal
ought to
ought to have
ought to have been
out of date
out of debt
over and above
over and under

P

past, present, and future
perhaps you are
per head
permanently unfit
per parcels post
personal experience
personal observation
plans and specifications
please state
please state to the jury
portion of the State
power house
practical experience
premier
present system
price of wheat
private enterprise
proper working order
proposed system

Q

quicker than
quite clear

R

rate of interest
real estate
reasonable doubt
reason to suppose
reason why
receipts and expenditure
refresh my memory
refresh your memory
roughly speaking

S

- said to have
- season of the year
- selling and
- set forth
- six months ago
- shorter than
- should have been
- small quantity
- so far as I am concerned
- so far as we are concerned
- so forth
- somehow or other
- southern
- spare time
- speaking from memory
- speaking generally
- speaking subject to correction
- specifications
- state of affairs
- stock exchange
- stores suspense account
- strange to say
- strictly speaking
- subject to correction
- subscribed capital
- such a thing
- such things
- supplementary estimates
- supply and demand
- surrounding country

T

- take effect
- take for example
- take for granted
- take into account
- taken into account
- taking into account
- took into account
- that are
- that being so

that goes without saying

that is entirely

that was

that was not

the Hon. the Minister

the Hon. the Premier

then there is

there is every reason

there is every reason to believe

they have

they have been

they will

this question

this season

this session

this, that, and the other

this, that, or the other

this will not be

though there

three quarters

to all intents and purposes

to a certain extent

to a great extent

to encourage

to have

total liabilities

to the best of my belief

to the best of my judgment

to the best of my knowledge

to the best of my recollection

town planning

trades union

trades unionism

transportation facilities

treasurer

Treasury

two-thirds

U

under cultivation
under separate cover
unless
unless it is
unless there
unless there are
unless there is
upon there
upside down
up to date
used to be
used to have

V

value of the land

W

wages board
was it as good as
was it likely
was it necessary
was it not for the purpose
we have
we have been
we have been there
we have had
we have had evidence
we have it
we have it in evidence
we have it stated
were you ever
what did you do
what did you do then
what do you suggest
what effect
what else was said
what happened then
what I mean to say is
what is the
what is the average
what is the average distance
what is the average haul
what is the average yield

what is the question

what is the reason

what is the reason for it

what is your name

what is your occupation

what is your opinion

what might be called

what other

what will be the effect

what would be the effect

what would you

when there

when there is

when they are

where do you reside

whether or not

which have

which he

which is as follows

who have

wholly and solely

will you swear that you did not

will you tell the Board

without fear of contradiction

with their

with their own

word for word

worth while

would be served

would it not

would there (*or* their)

would there be

would you be surprised

would you be surprised to learn

would you be surprised to know

Y

year or two

yes I have

yes I think so

yes or no

you do not know

you do not know whether or not

you have

you have to

you may be assured

you said just now

your own knowledge

your own personal knowledge

you swear

you swear positively

you were not

ADDITIONAL CONTRACTIONS

The list of contractions included in the present Edition of the *Instructor* is a great advance on the previous lists, but for very high speeds something briefer still is needed than the full outline for many other words, and the following list is the result of a close scrutiny of the dictionary from A to Z for frequently occurring words represented by awkward outlines. The guiding principle has been the frequency with which the words may be expected to be encountered rather than simply the awkward outline presented, for it is obvious that it is of much more value to a phonographer to represent, say, such a word as *explanation*, which is extensively used, by than to represent *Calvinism* by —a device which may stand him in good stead perhaps once, if at all, in a lifetime.

A

acquaint-ed-ance-ing

agent

alter

alteration

alternate

alternative

America

anybody

approximate-ly-ion

appreciation

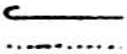
B

before

between

C

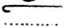
certainly

 collect

 coming

constable

continually

 correct

D

declaration
depreciation
determine
determination
develop-ed-ment
differentiate
discrepancy
disfranchise
disorganized
disorganization
distribute-d-ion
district
drunk
drunkenness

E

economically
electrification
emphatic-al-ly
everybody
evidence
expeditious-ly
explanation

F

facility-ies
fee-simple
fertility
fortunate
frequent-ly

H

habitation
housewife

I

illustration
inconceivable
incorrect
indemnify
infinitesimal
inhabit-ed-ant
insolvent
instalment
instruct-ed-ion
intoxicate-ed
intoxication
involve-d

K

kindergarten

L

landholder

landlord

leasehold

likewise

M

maintenance

months

N

negotiation

nobody

O

obtainable

only

organization

P

phenomenal

popular

property

Q

questioned

R

railway

railway fares

railway freights

railway lines

reorganization

S

somebody

suburban

suburbs

system

systematic

T

transaction

transportation

treasurer

Treasury

U

undeveloped

unhesitatingly

uninhabited

unless

UNDERLINE GRAMMALOGUES

WITH the exception of the logograms for *own* and *young*, the representation of words by outlines written under the line is not provided for in the text-book, no doubt because of the rules relating to writing in position, but there is an excellent opportunity for briefly representing many frequently occurring words in this manner, and the following list has been used by the writer for many years without the slightest bother in transcribing, and it is considered that it will fill a real need in high-speed writing.

P	property	*F*	farm-ed-er-ing
B	beginning	*V*	evidence
T	technical	*M*	employ-ed-ment
D	deposit-ed-ion	*MR*	employer
CH	child-ren	*MY*	employee
J	journalist-ic-ism	*N*	unemployed-ment
K	cultivation	*NS*	insurance
KS	experience	*Y*	union-ism
G	guarantee	*H* (up)	Hesitate-d-ion

INTERSECTING LETTERS

A NUMBER of intersecting letters are given in the *Instructor*, which should all be utilized, and in addition I have used the following amplified list for many years, finding it of great benefit, viz.—

P	percentage-perishable-platform
B	beginning-branch
T	temporary
D	development
CH	change
J	knowledge
K	commissioner-explain
G	guarantee-guilty
F	conference-favour-formerly
V	available-value-Victoria
TH	theatrical
S	Australia
M	machinery-manager-mentioned
N	engine-enquiry-involve-d
L	electric-luggage
R	reduction-regret-return

MISCELLANEOUS EXERCISES

I

When we met here about a year ago, on which occasion the shareholders present numbered about as many as there are to-day, we little thought of the abnormal conditions which would be prevailing all over the world. There were some people who thought that according to the evidence available such a war as that now raging practically all along the line and all around the world was absolutely necessary, but few thought that it would become an accomplished fact so soon. After a good deal of thought on the part of your directors, and after a great deal of time (I might say all my time) spent in watching the course of business, our actual experience of matters and our actual observation of affairs about that time led us to think that, all things being considered, and according to the best of our knowledge, the war would affect the position to a considerable degree. As you know, our estates cover about 20,000 acres of land, and according to your manager's report, fighting has, according to circumstances, taken place all around the property. As to what damage has been done all I can say is, in fact all I know is, that we have suffered considerably. As above mentioned, a report has been received, and, according to that, it is impossible at present to say definitely anything about the damage, and apart from the fact that a certain amount of damage has been done, the manager cannot tell us anything further. All that you can do is to wait until circumstances, which are now against us and of course against you, turn in our favour, and for this time to come speedily is the wish of all of us.

Another question about which you may be interested is the finances of the concern. The past year has been an exceedingly difficult one, and as a consequence the balance sheet is

the worst presented for a considerable time. Compared with last year, the cash in hand is less by a considerable amount, and the bank accounts, both current account and deposit account, are also reduced to a certain extent. This, in the circumstances of the case, is not surprising. (368)

2

I agree with the previous speaker that, having regard to the fact that we managed to be fairly busy during the year, the final figures are disappointing. I was under the impression that we should be in a very strong financial position at the end of the year. I expected a dividend of at least 8 or 9 per cent. However, from the point of view of the shareholder, I do not think 7 per cent. can be called bad. How long is it since we had less than 7 per cent.? Six or seven years, I am sure. Generally speaking, other firms of a similar nature have, for a long time, had gradually diminishing business to record. I am given to understand that the pinch is felt to the greatest extent in this part of the kingdom, and it is only here and there that the rate of dividend is not going down. I could give an illustration, for example, of a company which from start to finish never paid more than from 4 to 5 per cent., and this company, for the purpose of securing control of the market, was to a great extent managed by men possessed of a great deal of experience in this particular trade. A share in it should have been almost a gilt-edge security, but it has just been wound up. Here is a case where, from beginning to end, a concern similar to ours was on the down grade. How is it that here, there, and everywhere one reads of slackness in trade? From your experience, have you any reason to think that when one company is doing well another is doing badly? Commercial men give us to understand that, particularly in our line of business, when one company is doing well, all are doing well. Have you any idea why this rule is not holding good now? Have you any suggestions to make? We shall be glad if you will give us your opinion.

Now with regard to the question of new shops. I am at a loss to understand the reason why it was put forward, and I can only say that I consider its discussion a waste of time. I am under the impression that we had some discussion on

the matter a few years ago—two years ago, I believe, but I am not sure: I am only speaking from memory. I am sure there is someone present who will remember the occasion. Well, what we said then holds good to-day, and will hold good for years to come. Our premises are not used to the fullest extent at present, and there is little prospect of more room being required while times are so bad. How do you know that matters are now about to improve? Have you spoken to our Secretary? He did not hold out hopes, I am sure. Have you been told by the Manager? No. He did not prophesy better times. Have you heard our great manufacturers say, or have you seen it reported in the press that they say, that a boom is close at hand? Have you ever heard a word to that effect? I doubt it. No, I am sure we do not need new shops. Suppose we have them—how will it affect the business and how will it affect you? Think of the previous addition to our premises. How did it affect the business, and how did it affect you? How did it affect the dividend? It dropped from 9 per cent. to 7 per cent. How far is it likely that any further addition at present would have a different result?

Have you any other suggestions to make? (620)

3

During the current year, the need for increased dock accommodation in our port has become manifest in a greater and greater degree. The exceptional conditions due to the extent of our transhipment trade and the ever-increasing volume of our shipping both east and west have compelled immediate action, and we have decided to take the necessary steps to enlarge the present dock area, believing, as we have every reason to believe, that our constantly growing trade will provide a fair and reasonable return on the expenditure involved. This is no far-fetched scheme of extravagance at the public expense. The executive council have not hesitated to express an opinion on this matter at each of their recent meetings. Everything points to the need for the suggested extension and no evidence to the contrary has been brought forward at any time. It is true that the cases of actual congestion at the port have been few and far between

during the current year, but we have every reason to believe that in the near future, the congestion will become more and more apparent. This is not the occasion for short-sighted economy. We have to choose between a policy of enterprise, involving an increased burden on the rates, or a falling off in the revenues of the port—either one or the other—and do you mean to say that there can be any two opinions on the matter? Accordingly, we requested the engineers to enquire into the approximate cost of the undertaking, and from their report we have every reason for the hope that the cost will not be excessive. Estimates have been received from five or six contractors, each of whom has been engaged on important municipal works during the current year. One or two of the estimates are much higher than the others, but in the opinion of the engineers the lowest tender is a fair and reasonable one, and the executive council have sanctioned the commencement of the work in two or three months' time.

(336)

4

The honourable gentleman has cast doubts on the honesty of my motives in this matter. Does it not seem strange, coming from such a source? Do you think there is any sincerity to be expected from a man whose criticism we have every reason to believe is prompted by personal enmity? Does it not often happen—I may go further and say, does it not generally happen—that a disappointed man allows his disappointment to rankle and influence his judgment? Fair and reasonable criticism I do not object to, nay I invite it, but unless there is evidence to the contrary, the honourable gentleman should do me the justice of being sincere in my actions.

He suggests that I am advocating the reduction in the tax, not on broad national grounds, but because it will benefit my own particular business: that I am sacrificing the interests of my constituents to personal gain. I deny with indignation the unjust accusation. I would say to the honourable gentleman, "Do you recollect your attitude on a former occasion when the reduction came up for consideration? Do you swear that the change in that attitude is not prompted by matters of a personal nature rather than a legitimate

change of opinion ?" At any rate, does there not seem to be some suspicion as to the fairness of the criticism of the honourable member in view of these circumstances ? (234)

5

I have another aspect of the matter to bring before the notice of members of this House, and that is the question of the increased cost of living. I have no hesitation in saying that food prices have gone up 50 per cent. since the commencement of the war, and I suppose there will be still further increases as time goes on. In most cases, the increase has been the natural consequence of demand and supply, but I venture to say that in a multitude of cases, there has been a most regrettable withholding of stocks with a view to securing higher prices. In a few instances I have no hesitation in saying that the practice has reached disgraceful proportions. I recognize the fact that man's commercial instincts are a formidable factor in a matter of this kind, but I think it would be as well if patriotism were allowed to come more in evidence. I would like to ask those gentlemen who are taking advantage of the nation's necessity for their own gain, "Is it fair, is it honourable, is it manly, to fatten on the profits secured at the price of the destitution of the dependents of the very men who are giving freely of their lives in the cause of the motherland ?" (215)

6

Dear Sir,

In fulfilment of my promise to write you on the advisability of investing in the Excelsior Company, I will give you my idea as to the activities of this concern. In order to ascertain the facts, I have made most careful enquiries, and though I would not be positive, the results of my enquiries are certainly not unfavourable to the investment you propose. I have no knowledge of the directors derived from personal acquaintance, and consequently I have no idea as to the extent of the confidence they enjoy in the trade. The chairman of directors, however, is a well-known public man, and I have no hesitation in saying that he would not knowingly associate himself with any but absolutely sound undertakings.

Of course, in a matter of this kind, before investment is advisable, an indispensable condition is the certainty that a reasonably sound and stable dividend will be received, rather than one which is subject to considerable fluctuation. The called-up capital of the concern is in round figures £250,000, and the dividends declared on the ordinary shares during the past ten years have averaged 7 per cent. with very little fluctuation. I have no doubt that future dividends will not fall far short of this, but I should not absolutely rely upon it, as there is always a certain amount of uncertainty in the return on industrial shares.

As there are one or two questions I would like to ask you before definitely advising you on the matter, I suggest an interview. I understood you to say you would be in town on Wednesday next in case there is anything requiring your personal attention. Perhaps you will call round here on that day. I suppose there is still plenty of time for applications to be sent in.

Yours faithfully, (307)

7

In the ordinary way this bill would not have been introduced until later in the session, but it has been suggested that the opportunity of an early discussion of the matter would be welcomed. Since the last occasion on which the question of the cattle embargo was brought forward, we have not modified our position in the slightest degree. Is it likely that we should when we consider the far-reaching influences which the removal of the embargo would have on our trade? Is it not a fact that a considerable amount of resentment is felt in Canada at the prohibition? Is it possible that it could be otherwise? It is absolutely necessary in a matter of this kind to take the broad view. It does not appear to have occurred to honourable members in this House that the whole question of Imperial unity is involved. It is only natural to expect that the belief that we in this country have no confidence in the proper supervision of the Canadian Port Authorities, will have a harmful effect on the goodwill borne towards this country by the people of Canada. It is a well-known fact that the possibilities for the introduction of cattle

disease from imported cattle are few and far between as a result of the improved conditions under which the trade is carried on. As far as the Canadian trade is concerned all shipments in which there is the least suspicion of the presence of infectious diseases are refused clearance, and it is only after a thorough inspection by the Sanitary Authorities of the port that consignments are allowed to be taken on board. I am firmly convinced that the need for the embargo has long since disappeared. It is natural to suppose that considerable opposition will be experienced from the agricultural interests affected by the removal of the embargo, but it is a matter for consideration whether their opposition is really justified. The broader question of the friendly relations between the two countries is involved, and anything which unfavourably affects those relations in the slightest degree may have consequences infinitely more grave than any temporary effect on the trade of a particular locality. I trust that this measure will receive the most careful consideration of every member in this House. (381)

8

The outbreak of infectious disease in some form or other is almost inseparable from a protracted campaign, and in some respects this possibility causes greater anxiety to the medical organizations of the army than actual casualties in the field. Protective measures against infection are adopted in some shape or form by the soldiers themselves, but in the great majority of cases, especially in a protracted series of engagements, there is little opportunity for these safeguards to be put into operation. It is only natural to suppose that men, constantly breathing an atmosphere impregnated with disease germs from the unburied dead, and with their vitality lowered by constant strain, are very susceptible to infection. Is there anything else to be expected ? It has been said—indeed, it is a well-known fact—that in some campaigns the mortality from disease has been greater than from wounds. It has been suggested that in the cause of humanity more opportunity should be given for speedy burial of the dead after the battle, and this certainly is a matter for consideration.

that unfair advantage would not be taken of the truce by one or other of the combatants. Is there not ample evidence in the present conflict that little or no reliance can be placed on German honour, and it is only natural to suppose that a truce granted for the burial of fallen soldiers would be utilized by the enemy for ulterior purposes? Is it possible to suppose otherwise? (259)

9

It must have been apparent to honourable members during the discussion of the Loan Application Bill that the matter concerns Municipal Authorities just as much as it concerns the business community. Municipal expenditure is just the same as expenditure in business enterprise in this connection. Stated in a few words, it is only a matter of economy in all possible directions, and the logical conclusion of all the arguments for the Bill is that the more economies there are effected on what might be called peaceful activities, the stronger will be our financial position for the prosecution of the war. At a time when State expenditure is at the maximum, municipal expenditure must be kept at the minimum. It is regretted that in some cases it appears to have been overlooked that as a result of the destruction of capital at present going on, trade and industry will experience very serious crises in the years following the termination of the war, and it is necessary to look forward. The man who looks forward is very rarely caught napping, and the State is in the same position as the individual in regard to this matter.

Last session I supported a Bill for additional expenditure in connection with the Metropolitan Board of Works, but in view of the necessity for effecting economy in our finances, I am glad that the Board have decided to let the matter drop, more especially as there is no immediate urgency for the additional outlay.

In all my long experience in this House—longer than I care to reflect—I do not think we have ever met under such grave circumstances. It may appear that we are taking an unnecessarily grave view of the situation, but it is certain that unjustifiable optimism is a much greater (300)

10

Dear Sirs,

It is our intention to ship a large quantity of merchandise to Sweden in the course of this week, and we understand that the s.s. *Hector* will call at this port and stay about six hours for loading and unloading cargo. We will send you full particulars later on, but we suppose it would be as well if we made preliminary arrangements with your agent here. May we take it that there will be a certain amount of space available in any case for consignments from this port. We have been led to believe that this is so. The shipment will weigh about two tons in round figures.

Awaiting your reply, we are,

Yours faithfully, (118)

11

I wish most emphatically to dissociate myself from the proposed amendment. It has been suggested that the old system is still perfectly satisfactory. Of your own knowledge you can see that this is not the case. Under normal conditions no doubt, very little inconvenience would be experienced, but if the least strain were placed on the existing machinery it would break down like an overstrained nervous system. Our trade is increasing all over the globe. North, south, east, and west, the company's operations have been extended. To take our home trade alone, and more especially that of the Northern district, the volume of our business has increased on the average more than 20 per cent. on the volume of last season. One way or another, the accommodation of our present premises has been taxed to the utmost, and once or twice most serious inconvenience has been caused. The only way is to take the bold course, and incur a certain amount of expense on new buildings. The premises next door will become vacant very soon, and the increased accommodation would be ready for next season's trade. It has been suggested that the cost of the alterations would be prohibitive. Nothing of the sort. The estimate based on the original specifications is certainly far from prohibitive. [illegible]

assume that a bad year is experienced in the next year's trading—not that I am aware of anything which suggests such a state of affairs; quite the contrary—but let us see what our position would be. We should certainly not suffer from shortness of capital as a result of the new construction, as less capital would be utilized for ordinary purposes. We might be a little handicapped in the matter of capital when trade resumed normal conditions, but this would soon be adjusted, as our additional accommodation would enable us to take full advantage of a trade boom. In 99 cases out of 100, it is the bold policy which pays, especially when the boldness is tempered with prudence, and I shall support most strongly the proposals of the Board. (351)

12

Dear Sir,

With regard to the proposed establishment of an agency in the east, it is most important that the man selected to push the trade should have as much experience as possible with the exceptional conditions prevailing in that part of the world. It does not appear to have occurred to you that the local requirements are totally different in the great majority of cases from those prevailing in the west. In 99 cases out of 100, the outward appearance of the goods is the most important consideration, and last, but not least, long credit is necessary. The representative you propose to appoint has not had much experience in this class of trade—at least not to my knowledge. He has not specialized at all in our class of goods—at any rate, not that I am aware of. He may be a most excellent representative in his own class of business, and quite suitable for ordinary purposes, but in a matter of this kind it would be as well to interview a few other gentlemen before finally deciding. I have written one or two clients in order to ascertain the names of likely representatives, and on receipt of this information, I will write you again. Putting altogether on one side the question of an established connection, I think you will agree that, other things being equal, the man with the practical experience of our trade ought to have the appointment.

13

Another matter which has engaged the careful attention of your directors is the present system of dispatching small parcels per parcel post. It has been suggested that a considerable saving would be effected if we employed our own vans in delivering packages within a 10-mile radius. We have accordingly considered the matter very carefully, and as a result of our calculations, we have every reason to suppose that under the proposed system not only would there be a considerable saving in the carriage, but the goods would be delivered much quicker than under the old system of parcel delivery. When the new system is in proper working order, there is no reason why the 10-mile radius should not be considerably extended.

With regard to the new power house, we have now received the plans and specifications, and the estimate of cost shows a slight increase on the original specifications. Roughly speaking, the increase amounts to £100 over and above the original estimate. However, it does not appear to be excessive, and your directors have therefore given instructions for the commencement of the work.

The receipts and expenditure on capital during the current year are as stated in the memorandum to the Balance Sheet. We have invested a certain amount of our funds in Real Estate at what we consider to be a fair and reasonable rate of interest. From personal experience, we are convinced of the soundness of this class of investment.

In order to refresh my memory, and no doubt it will refresh your memories also, I have included in the report a table showing the price of wheat and the consumption per head of the population during the last ten years. These figures are referred to in the report which is in your hands. Violent fluctuations over and under the normal price and the maximum and minimum prices are indicated by a thick black line. If it were possible to show the comparison of past, present, and future yields, we should be in a very happy position, but though we cannot of course foretell the future, by a comparison of the wheat crops of the recent past

experience and personal observation, we can form a very fair estimate of next year's crop, as far as climatic conditions will allow. (388)

14

In order to ensure rapid progress in study, it is necessary for the student to continue his labours all the year round. His activities must be concentrated all the time he has available for the maximum benefit to be derived. Amongst other things he must accustom himself to working to a programme, and in consequence he must cultivate orderly and systematic habits. He must remove the idea of all things being equal in importance, and learn to distinguish those things which require more careful treatment than others. As a general rule the student who introduces method in his work is bound to obtain the greatest benefit not only as far as results are concerned but because as a result of the methodical habits acquired he has added another one to his efficiency qualities. And is it not a source of satisfaction to feel that progress is being made? As far as I am concerned, I believe that this satisfaction is a valuable thing in itself. It is doubtful also whether a student realizes the value of constant revision. He should be able to answer the following questions in the affirmative: "Are you certain that the fundamental principles of the subject are known perfectly? Are you clear on the general significance of these basic principles? Are you acquainted with the principal exceptions which are to be found to every rule? Are you quite sure that you have worked the exercises conscientiously and intelligently?" And there may be some portions of the text-book which present peculiar difficulty. In these cases we would ask the student, "Are you sure that you have overcome these difficulties, and is there no explanation which you have not quite grasped?" As a final revision the method of testing knowledge on the points in alphabetical order as they occur in the index is worthy of adoption. By this means it is almost impossible to fail to discover the weak points in the student's knowledge; and, besides being very thorough,

15

As far as I can recollect, the question as to whether or not a branch is advisable in the North of England has never been brought before the Board, and as I consider the time is now ripe for such a proposal, just when we are, I believe, at the beginning of a trade revival, I should like your personal views of the matter. As there is not much time before the next Board meeting, perhaps you will favour me with an opinion as far as you are concerned personally. As I said before at a previous discussion, the turnover, as near as I can fix it, for the Northern district is now at or near £100,000, and shows a yearly increase at the rate of about 20 per cent. As near as I can recollect, the South of England Branch was opened on a turnover of about half that, and as there is every prospect of the above rate of increase continuing, the arguments for the establishment of the branch are very convincing. No doubt the Board will want to postpone the matter as long as possible as they have heretofore endeavoured to centralize the management as much as possible, but in my opinion, as long as the North of England trade is worked from London, we are, as I think you will agree, at a disadvantage as compared with our competitors who are directly represented. As there is no obstacle in the matter of finance, the establishment of the branch should not in my opinion be delayed any longer than is necessary for the preliminary negotiations. I have already endeavoured to obtain as much information as may be required when the matter is brought before the notice of the Board, and as far as I know, and have been able to ascertain, there will be little difficulty in the acquirement of suitable premises. These should, of course, be as near as possible to a good seaport, as there will no doubt be a considerable increase in our export trade.

I should like you to furnish me with the name of a good firm of contractors and also an estimate of the probable cost. As near as I can state, the cost of our South of England Branch approximated £10,000. As I am likely to be in town on the 14th and 18th inst., perhaps you will fix up one of these dates for an interview. As far as I am concerned, one date is as good as the other [illegible]

16

I wish to lay before the House my most strong protest against the proposed Expedition because I am certain that the results accruing therefrom would be out of all proportion to the efforts required. Before you could even hope to secure a landing, a heavy toll in human life would be made. There is no doubt that by some means or other, the tribes have become possessed of modern fire-arms and abundant ammunition either before or after the dispatch of our Note to the hostile State, and before you go on with the Expedition, the extent of the resistance must be carefully considered. It is unfortunate that the lives of our countrymen should have been lost as a result of the action of the hostile tribes, but the persons who embark on these voyages of commercial adventure must take the consequences when they penetrate into unknown territory. It is because I am sure that the great mass of public opinion is unfavourable to the expedition, and because I cannot see the slightest reason why we should undertake it, that I feel so strong about the matter. Surely we can obtain satisfaction by some other means. Is there no economic pressure we can exercise on the State within whose territory the hostile tribes dwell? It is no good beating about the bush in a matter of this kind. The trading undertaking which came to such a disastrous end was out to make large profits out of an admittedly dangerous enterprise. An attack was almost bound to come, and no evidence has been brought forward in support of their claim that they are entitled to this country's protection now that the adventure has not been so successful as they hoped. The dangerous nature of the country can be seen at a glance by anyone who takes the trouble to acquaint himself with the conditions. By all means let us encourage legitimate efforts to extend the trade of the country by means of *bona fide* business enterprise, but because we are anxious to do this there is no reason why we should encourage every adventurer who chooses to bring forward a scheme for exploiting for his own benefit the ignorance of the hostile tribes with whom his operations may bring him in contact. The lives of our soldiers must not be sacrificed to an enterprise of such a nature. (396)

17

Dear Sirs,

As it is our intention to sink an artesian well in connection with our works, we shall be much obliged if you can give us any information as to how the borings are likely to turn out. We understand that you have made several borings on account of other firms in the locality, and we shall be glad if you can give us some idea as to the probable cost as near as you can state. We came to the conclusion some time ago that a better system of water supply was advisable, but we have waited until we were in a better position to carry out the desired alterations. We should like you to give us an idea as near as you can say of the strata likely to be encountered in the borings. Our average consumption of water is, as near as I can say, about 1,000 gallons weekly. Can you tell us whether the boring will be economical on the basis of these figures? Obviously, on such a limited consumption, the cost will not have to be excessive if we are to derive any benefit from the boring.

Our Mr. Wilson proposes to call upon you as soon as possible; but it will be a few days before we can fix an interview, as he is at present occupied with an important lawsuit, and both our barrister and solicitor are making considerable demands upon his time.

Yours faithfully, (244)

18

The great difficulty in administering justice on circumstantial evidence is the unreliability of many witnesses. Many persons with whom we have come in contact have no conscientious scruples at all, while others, though perfectly honest, give their evidence in such a halting manner that in many cases the side on whose behalf they are giving evidence may derive no benefit at all—in fact their testimony may be positively harmful. This is particularly so in cross-examination. When undergoing cross-examination, it is decidedly not the function of a witness to be too voluble, and it is advisable to decline to answer questions which are ambiguous. We are certainly not advocating a hesitating

style in a witness, but volubility is much more to be avoided than excessive caution. It is not the business of a witness to give his opinions, but to state facts upon which the jury may come to a conclusion, remembering that when the evidence is conflicting, the prisoner must be given the benefit of the doubt. (168)

19

Dear Sirs,

With reference to the amount of £10 15s. which you say is owing by me, did you ever send a statement for this amount, as I have no trace of the item ? What is the date of delivery of the goods ? In balancing my books no such item appeared. The last item in the account was that of August 27th, which was settled by bill of exchange. On receipt of your further information I will go more fully into the matter.

By the way, did you ever have any trouble with Mr. Strange in your business dealings ? He may be a good business man, but he is certainly the most eccentric man I have ever come in contact with.

Yours faithfully. (125)

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